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COMOMAG INSTRUCTION 3060.1F

Subj: NAVAL RESERVE MOBILE MINE ASSEMBLY UNIT (NR MOMAU)  
TRAINING, ADMINISTRATION AND AUGMENTATION

Ref: (a) COMNAVSURFRESFOR Individual Training Plans (ITPs)  
for

Program Two

(b) COMNAVSURFRESFORINST 3502.1C

(c) COMNAVRESFORINST 3501.1K

Encl: (1) NR MOMAU Locations  
(2) NR MOMAU Primary Drill Sites  
(3) Active MOMAU/MOMAD Augmentation Check List  
(4) NR MOMAU Augmentation Check List

1. Purpose. To promulgate guidelines for the training, administration, and augmentation of Naval Reserve Mobile Mine Assembly Units (NR MOMAUs). This instruction incorporates a major revision and shall be viewed in its entirety.

2. Cancellation. COMOMAGINST 3060.1E.

3. Background. Naval Reserve augmentation plays a vital role in the COMOMAG mission. Therefore the ultimate responsibility of each NR MOMAU and active MOMAU CO/OIC to ensure that all training and administrative requirements in this instruction are satisfied. Enclosure (1) lists the geographic locations of all NR MOMAUs.

4. Scope. The provisions of this instruction are applicable to COMOMAG, active MOMAUs, NR MOMAUs and the Central Drill Site (CDS). Recommend that Mine Warfare Training Center (MWTC) review the information in this instruction.

5. Training. Each NR MOMAU CO/OIC should ensure that the training requirements in reference (a) are fulfilled.

a. Central Drill Site (CDS). The CDS is composed of two active duty Mineman instructors, a training mine shop, and a Mobile Training Lab (MTL). The CDS is located at the Naval Reserve Center, NAS Joint Reserve Base, Fort Worth, Texas.

b. Mobilization (MOB) Site Inactive Duty Training Travel (IDTT). Due to geographical considerations, some NR MOMAUs do not perform their quarterly IDTTs at the CDS, but perform them

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at an active MOMAU which is more conveniently located. In some cases, individual reservists will drill each month at their active MOMAU gaining commands. Enclosure (2) lists the assigned active MOMAU gaining commands and CDS locations for each NR MOMAU.

c. Exportable Training. In order to maximize training dollars, CDS and/or Mine Warfare Training Center (MWTC) instructors can be scheduled at the local reserve centers to provide classroom lectures on specific mine systems. This exportable training may be used to meet school requirements as directed by reference (a).

d. Annual Training (AT). Each NR MOMAU should make every effort to perform AT at its gaining command. Active MOMAUs are required to train their respective NR MOMAUs during off Mine Readiness Certification Inspection (MRCI) years. The performing of a NR MOMAUs AT at a site other than its gaining command must be approved by COMOMAG (Code N7). Every other year, the entire unit will augment the gaining command one-week prior to and during the biennial MRCI. Individuals who need to fulfill school requirements prescribed in reference (a) can do so during fiscal years when the MRCI is not held.

e. Billet Control Numbers (BCNs). Any NR MOMAU or service member submitting an application to perform AT or IDTT at any of the active MOMAU gaining commands must have a COMOMAG BCN. This would include both the NR MOMAU and/or group applications. For ATs, each individual submitting an AT application will have a separate BCN. For IDTT applications, the entire unit will be assigned a single BCN. Only the unit CO/OIC/XO are authorized to obtain BCNs. COs/OICs/XOs will contact COMOMAG (Code N7) to verify a time period for training. Upon verification of the training period, the CO/OIC/XO will be issued a BCN to be entered on the unit's/individual(s) application. Any changes to orders or applications must also be reverified by COMOMAG and given a new BCN to be submitted with the order modification.

f. Quarterly Training Cycle. NR MOMAU training operates on a quarterly training cycle. Reservists drill one weekend a month on a rotating basis as follows:

(1) Hands-on mine system training at CDS or equivalent active MOMAU IDTT Drill Site (as indicated in enclosure (2)).

(2) Mobile Training Lab (MTL) hands-on mine system training at the local reserve center or other exportable training provided by either CDS or MWTC instructors.

(3) Miscellaneous training at local reserve center.

g. Equivalent Training Letter. The active MOMAU CO/OIC may determine that an individual's experience satisfies specific training requirements on an Individual Training Plan (ITP), even though the individual has not specifically performed the required task (i.e., school requirement, etc.). The active MOMAU CO/OIC can waive this training requirement by stating in a letter that the individual's background and experience satisfies the specified training requirement. This equivalent training letter should be placed in both the member's service record and training record. The individual's training readiness will be calculated just as if the member had actually performed the training. NR MOMAU CO/OICs may not sign equivalent training letters for NR MOMAU personnel.

6. Correspondence/Liaison. Each active MOMAU and NR MOMAU shall maintain close liaison with each other at all times, especially prior to augmentation.

a. Reserve Coordinator. Each active MOMAU CO/OIC shall assign, in writing, a responsible senior person the collateral duty of Reserve Coordinator (RC). The RC will maintain frequent communication with all augmenting reserve units in order to help ensure they meet their training goals. RCs will act as the point of contact for the active MOMAU on all matters pertaining to NR MOMAU augmentation and will make preparations in accordance with enclosures (3) and (4).

b. NR MOMAU Commanding Officer / Officer-in-Charge. Each NR MOMAU CO/OIC will maintain frequent communication with the active MOMAU RC on all matters pertaining to the augmentation of their unit and when needed, provide all necessary information to the RC.

c. Correspondence. Each NR MOMAU CO/OIC is required to forward the following reports to COMOMAG (Code N7), their active MOMAU and respective CDS.

(1) Recall Bill Report (telephone work/home, fax, email numbers and mailing address). This report can be generated from the reserve center's Manpower Module (RSTARS-MP) or equivalent.

(2) Reserve Unit Augmentation Document (RUAD) Report. This report is obtained from the reserve center's Manpower Module (RSTARS-MP).

(3) Security Clearance Status Report. This report may be generated from the Manpower Module (RSTARS-MP) or equivalent. This report is to be sent only during the first quarter of the new fiscal year on all unit personnel and for each time a new member affiliates with the unit.

(4) Unit Employment Schedule Report. This report can be obtained from the reserve center's Event Planning System (EPS) or equivalent. The EPS has replaced the Standard Training Event Planning System (STEPS). The NR MOMAU CO/OIC needs to thoroughly plan for the unit's following fiscal year training events (i.e. ATs, IDTTs, Exportable Training, etc.) and forward this information to their respective reserve center CO prior to the month of March. The planning process will assist in the managing of both Reserve Personnel Navy (RPN) and Operations and Maintenance, Naval Reserve (O&MNR) funding for training and peacetime support events. Reference (b) can be reviewed for further details on EPS.

(5) Unit Readiness Report. This measures the unit's mobilization readiness (CROVL, CTRN, CPER, MMED and MADM). This report must be locally created. References (b) and (c) can be reviewed for further details.

(6) Unit Training Objective's (UTOs) Report. Per reference (b), utilize the Training Requirements Report from the reserve center's Training Module (RSTARS-TM) with marked annotations (planned dates) or equivalent.

(7) Explosive Certification Report. A copy is not required to be forwarded to COMOMAG; however, ensure a copy is forwarded to the active MOMAU during the quarter in which AT/IDTT will be performed.

(8) Material Handling Equipment (MHE) Operators Report. A copy is not required to be forwarded to COMOMAG; however, ensure a copy is forwarded to the active MOMAU during the quarter in which AT/IDTT will be performed.

d. All correspondence forwarded to COMOMAG, the active MOMAU and CDS is required to be mailed by the 30th day of the first month of each fiscal quarter (except where otherwise noted). COMOMAG, the active MOMAU and CDS will retain these reports for a period of 12 months during the fiscal year.

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7. Preparation for Augmentation. Preplanning for augmentation at an active MOMAU site is imperative for mission accomplishment. In order to avoid unnecessary last minute details, liaisoning must take place with the RC well in advance of the augmentation.

a. Guidelines for planning reserve augmentation at active MOMAU sites are provided in enclosures (3) and (4).

b. During MRCI years, some additional preparations may be necessary.

(1) Reserve Manning. At the time a MRCI is conducted, the active MOMAU gaining command's Selected Reserve (SELRES) billets must be filled at a minimum level of CPER-2 (80 percent). The number of reservists on board during the MRCI must be greater than or equal to 70 percent of the reserve manning allowance. Each NR MOMAU is expected to achieve both these manning levels. For example, suppose a NR MOMAU has an allowance of 10 SELRES billets. At least 8 SELRES must be filling billets. At least 7 SELRES must be on board during the MRCI.

(2) Reserve Training. The goal for NR MOMAUs is to fully train and ensure that their personnel are ready of mobilization in the event of a recall. The MRCI, conducted every two years, evaluates all areas of a unit that relate to the safe and efficient accomplishment of the Mine Warfare mission. The ultimate goal for each NR MOMAU CO/OIC is to obtain a CROVL-1 unit rating, by managing the unit's training, attrition level, administration and medical for mobilization readiness.

(3) Documents Required During Augmentation and MRCI. Each NR MOMAU CO/OIC shall be ready to provide the inspection team up-to-date copies of the following documents:

(a) Security Clearances (OPNAV 5520/20).

(b) Drivers Licenses for Civil Engineering Support Equipment (CESE) and Material Handling Equipment (MHE).

(c) U.S. Government Motor Vehicle Operators Identification Cards that are annotated with "EXPLOSIVE DRIVER."

(d) Doctor's certificate qualifying members as physically fit for "EXPLOSIVE DRIVERS."

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(e) MOMAU Qualification/Certification Records.

(f) Updated Recall Bill Report.

(g) RUAD Report.

8. NR MOMAU CO/OIC Change-of-Command. Within 30 days of accepting command of a NR MOMAU, the new unit CO/OIC will provide COMOMAG (Code N7) with a copy of their Assumption of Command Letter, a Discrepancy Report, a Naval Reserve Qualification Questionnaire (NRPC 1200/1), and a current photography with biography.

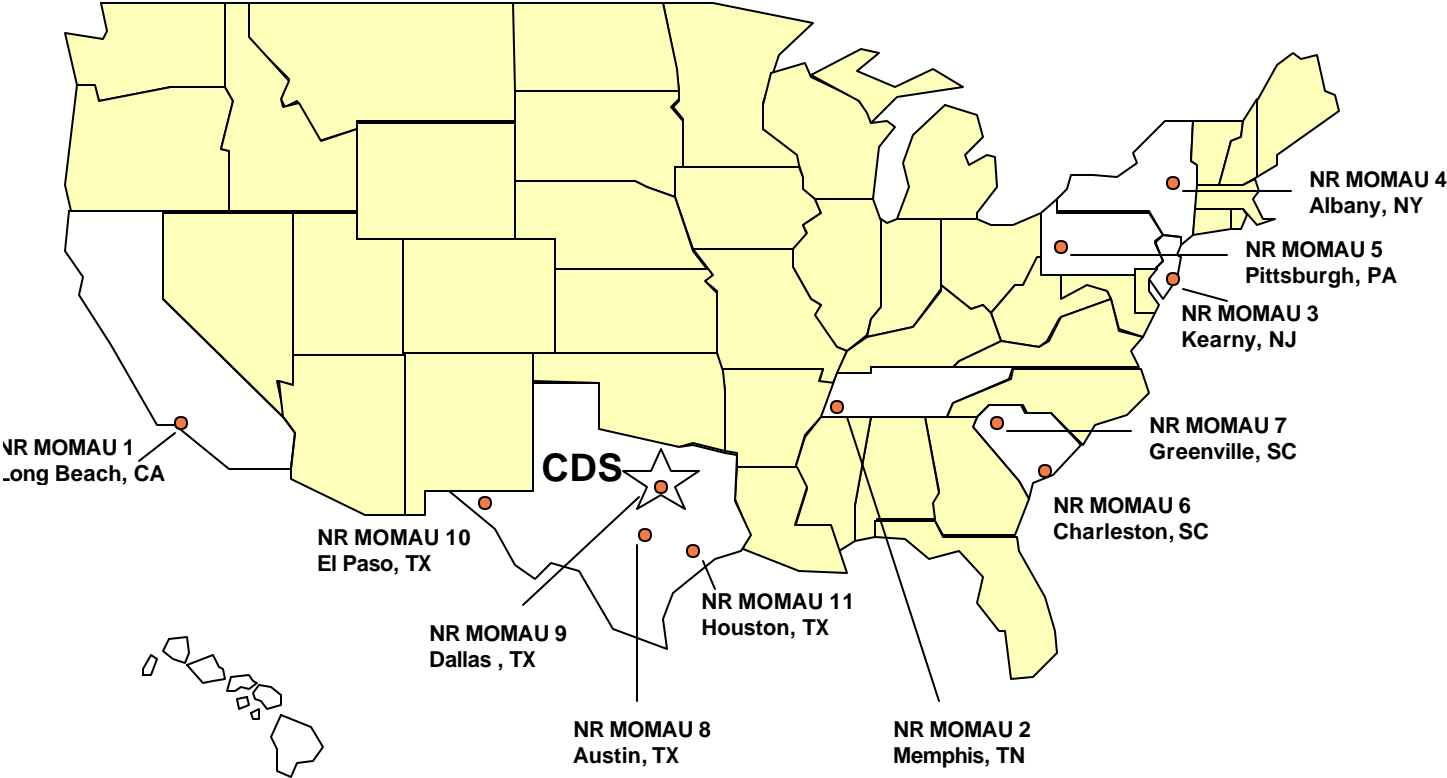
9. Summary. This instruction provides the minimum requirements and is not all encompassing. Active MOMAUs are to develop and document local augmentation procedures and individual requirements may be added as necessary. Ensure all correspondence provided to active MOMAUs, other NR MOMAUs and CDS have COMOMAG (Code N7) as a copy addressee.



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Distribution: (COMOMAGINST 5216.1Q)  
List I, List II, List III  
COMNAVSURFRESFOR (Program 2 Manager)

# NR MOMAU LOCATIONS



☆ = **Central Drill Site (CDS)**

NR MOMAU PRIMARY DRILL SITES

| <u>Gaining Command</u><br>(AT)            | <u>Naval Reserve Unit</u>                              | <u>Drill Site</u><br>(IDTT)      |
|---|--|----------------------------------|
| MOMAU One:<br>(Seal Beach, CA)            | None Assigned  | N/A                              |
| MOMAU Three:<br>(Colts Neck, NJ)<br>Three | NR MOMAU 3 Kearny, NJ<br>NR MOMAU 4 Albany, NY         | MOMAU Three<br>MOMAU             |
|   | NR MOMAU 5 Pittsburgh, PA                              | MOMAG Three                      |
| MOMAU Five:<br>(Sigonella, IT)            | NR MOMAU 6 Charleston, SC<br>NR MOMAU 7 Greenville, SC | MOMAU Eleven<br>MOMAU Eleven     |
| MOMAD Seven:<br>(Barbers Point, HI)       | NR MOMAU 11 Houston, TX                                | CDS Fort Worth                   |
| MOMAU Eight:<br>(Guam)                    | NR MOMAU 9 Fort Worth, TX<br>NR MOMAU 10 El Paso, TX   | CDS Fort Worth<br>CDS Fort Worth |
| MOMAU Ten:<br>(Okinawa, JA)               | NR MOMAU 2 Memphis, TN                                 | CDS Fort Worth                   |
| MOMAU Eleven:<br>(Charleston, SC)         | None Assigned  | N/A                              |
| MOMAU Twelve:<br>(Misawa, JA)             | NR MOMAU 1 Long Beach, CA<br>NR MOMAU 8 Austin, TX     | MOMAU One<br>CDS Fort Worth      |
| MOMAU Fourteen:<br>(Yorktown, VA)         | None Assigned  | N/A                              |
| MOMAU Fifteen:<br>(Kingsville, TX)        | None Assigned  | N/A                              |

Encl

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ACTIVE MOMAU/MOMAD AUGMENTATION CHECK LIST

1. The active MOMAU's Reserve Coordinator shall ensure the following information/documents are provided to the augmenting NR MOMAU's.

9 Months Prior to Arrival

\_\_\_\_\_ Send Unit/Det mine upgrade procedures (i.e., mine upgrade flow diagrams, include assembly stations, number of personnel required for station, explosive driver requirements, and time for assembly).

4 Months Prior to Arrival

\_\_\_\_\_ Provide preferred and alternate augmentation dates.

3 Months Prior to Arrival

\_\_\_\_\_ Respond to request for messing, berthing and transportation.

\_\_\_\_\_ Notify units(s) of uniform requirements.

30 Days Prior to Arrival

\_\_\_\_\_ Provide arrival/check-in schedule of events.

\_\_\_\_\_ Provide monetary rate of exchange information.

\_\_\_\_\_ Provide status of messing arrangements.

\_\_\_\_\_ Provide status of berthing arrangements.

\_\_\_\_\_ Provide transportation arrangement information.

\_\_\_\_\_ Provide medical/dental check-in requirement information.

\_\_\_\_\_ Inform local PSD/Medical/Disbursing of the arrival of NR MOMAU reservists.

\_\_\_\_\_ Provide new information/changes as needed.

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Encl

(3)

NR MOMAU AUGMENTATION CHECK LIST

1. To assure an orderly and successful mobilization, the NR MOMAU CO/OIC is requested to ensure the following information/documents are provided to the active MOMAU Reserve Coordinator.
2. Timely submission of this information is emphasized.

4 Months Prior to Arrival

- \_\_\_\_\_ Provide list of recommended billet assignments to mine assembly stations.
- \_\_\_\_\_ Request messing, berthing and transportation arrangements.
- \_\_\_\_\_ Send certified copy of Security Clearances or ensure local reserve center security manager is forwarding.

3 Months Prior to Arrival

- \_\_\_\_\_ Send Explosive Certification Report on qualified members.
- \_\_\_\_\_ Send Material Handling Equipment Report (i.e., forklift) on qualified operators.
- \_\_\_\_\_ Send list of personnel who have current explosive driver physicals.

30 Days Prior to Arrival

- \_\_\_\_\_ Provide travel itinerary.
- \_\_\_\_\_ Provide any other new information/changes as needed.

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